

MINUTES
TRANSPORTATION ASSET MANAGEMENT COUNCIL
April 7th, 2004
Aeronautics Commission Room
2700 East Airport Service Drive
Lansing, Michigan

Meeting noticed in accordance with Open Meetings Act, Public Act 267 of 1976.

Present

Carmine Palombo, Chairman
Aaron Hopper, Member
Bill McEntee, Member
Kirk Steudle, Member
Steve Warren, Member

Thomas Wieczorek, Vice Chairman
John Kolessar, Member
Jerry Richards, Member
Eric Swanson, Member

Absent

Richard Deuell, Member
Susan Mortel, Member

Staff Present

Rick Lilly, Bureau of Transportation Planning
Rob Surber, Center for Geographic Information
Gil Chesbro, Bureau of Transportation Planning
Meghann Rauscher, Bureau of Transportation Planning

Call to Order

Chairman Palombo called the meeting to order at 1:05pm.

Approval of the March 3rd, 2004 Council Minutes

Chairman Palombo presented the [March 3rd, 2004 Council minutes](#) for approval. No comments were made. Vice Chair Wieczorek moved for the approval of the minutes supported by Mr. Richards. The minutes were unanimously approved as submitted.

Correspondence and Announcements

Chairman Palombo announced that Ms. Lockwood (Commission Advisor) has decided to resign from the Council as she is taking a job with the Michigan Department of Agriculture.

Mr. Lilly noted that the "Presentation Log" needs to be updated. He asked that all council members record any presentations they have made on behalf of the Council.

Mr. Lilly announced that the May 5th, 2004 meeting will be held at the County Road Association offices. The council member's will be receiving maps and information about parking. The committee meetings will also be held there.

Mr. Lilly briefed the Council on the March 25th Commission meeting. Two new commissioners have been sworn in, Linda Miller-Atkinson of Channing (replaces C. Robert Baillod) and Vincent Brennan of Grosse Point Park (replaces Lowell Jackson). Mr. Lilly mentioned that he and Chairman Palombo have briefed both members on the activities of the Council.

Mr. Steudle reported on the federal reauthorization. MDOT Director Gloria Jeff asked the Commission to adopt a resolution for federal transportation funding reauthorization. This resolution states that no reauthorization will be acceptable if it does not substantially provide the equity that is sufficient for Michigan's needs, does not expand the number of programs that would be included under minimum allocation, and does not get the Department to a number that is substantially higher than the 275 billion in the 6 year bill. This resolution was adopted by the Commission. Mr. Steudle noted that the U. S. House of Representatives passed a reauthorization bill. The next step is to conference committee's. Upon approval it will need to be passed by the Senate. Mr. Steudle suggested that everyone familiarize themselves with this bill, and make your comments known to your elected officials.

Chairman Palombo gave a presentation to the Commission on the data collection process and results.

Mr. Lilly noted that there is a correction on the agenda; it should read "Discussion and Approval of the **2003** Annual Report".

Mr. Lilly announced that the Council's budget had been restored to full funding by the Michigan House of Representatives. It had been reduced by \$325,000 in committee. This was due, in part, to the efforts made by M-DOT's GIS Team and all of the people who made their comments known.

Mr. Chesbro announced that the PASER data has been delivered to CGI, and the data was loaded onto the server. There were some slight changes to the data, and more overlaps were removed.

Mr. Steudle announced that the AASHTO sub-committee on Asset Management has gone through a lot of changes. The sub-committee is now under both highways and planning committees to preserve a connection between the two entities. Mr. Steudle was asked to chair the sub-committee. The first meeting will be held on May 2nd, 2004. The Asset Management sub-committee shares many of the same goals as the Council. The sub-committee will have a nation-wide approach to see what other agencies are doing and share ideas and procedures.

Quarterly Reports

Mr. Lilly noted that the [Quarter 1, 2004 Report](#) was e-mailed to the Council. Mr. Lilly highlighted new items, in particular the expenditures. The total expenditures through the first six months were \$250,130.15. Mr. Lilly asked if there were any questions. Mr. Warren asked if there was any feedback from the presentation to the Commission as stated in the Quarterly Report. Chairman Palombo replied that the Commission

accepted the contents of the presentation; however, there were no comments. Mr. Kolessar moved for the approval of the Quarterly Report. Vice Chair Wieczorek supported that motion. The Quarterly Report was unanimously approved.

Committee Reports

Administrative and Education Committee (reported by Vice Chair Wieczorek):

Topic 1: Work Program

Vice Chair Wieczorek reported that the Committee discussed the 2004- 2006 Work Program in detail. In particular, there was discussion in regards to which work activities can be done “in house” by staff and which activities may need to be contracted out or utilizing planning organizations.

Topic 2: Creation of Advisory Panel

The Committee discussed what functions the proposed advisory panel would serve. This is a three year appointment. Some suggestions for activities include: surface condition deterioration rates, projected fixes, etc. This discussion will be continued at the meeting next month.

Topic 3: Pilot Projects

The Committee feels that this would be a good area to utilize the regional planning organizations. How we would do this (criteria, screening)... discussion will continue next month. Chairman Palombo stated that the Committee’s recommendations on the pilot project process will be brought to the May meeting for the Council’s consideration.

Topic 4: Budget 2006

The Committee noted that the budget needs to be to the Council for consideration in July and approval will occur in August. Vice Chair Wieczorek noted that this will take the efforts of all Committee’s. This will be our third year of data collection and we have many decisions to make that will affect the status of the budget.

Data Management Committee (reported by Mr. McEntee):

Topic 1: Data Collection Training

Mr. McEntee reported that the documents [Decision Rules](#) and the [Asset Management Road Data Collection for 2004](#) have been developed to begin discussing coordination for data collection 2004.

Software / Field Collection Training:

Thus far, we have planned 4 training sessions to be held in Lansing during May. These training sessions will be for M-DOT staff and will include instruction on the RoadSoft, Laptop Data Collector, Maptitude software, and trouble-shooting equipment in the field. The class will be conducted in two sessions the first will be in the classroom and the second will be out in the field.

Basic Overview / Decision Rules / Administrative Training:

7 sessions have been planned for June and July. The first part of this session will include why we collect this data and lessons learned from last year. Mr. Lilly will cover billing procedures and how to submit them. Mr. Chesbro will discuss the business decisions which have changed since last year. There will be no hardware or software training. LTAP has agreed to conduct the PASER rating training and we will spend more time covering these items this year. Mr. Kolessar asked if the training would be remedial. Mr. Chesbro replied that it would be similar to the training last year, however it has been improved to and we will be covering new topics / changes. Mr. McEntee also noted that the regions will be able to go out on the road as soon as they finish the

training. The training session would be a great time for everyone to get together and discuss schedules, etc. Data collection should start in July. Chairman Palombo asked that the regions coordinate with Gil once they agree upon a schedule for data collection. Mr. Chesbro said that this will be stressed in the training.

Topic 2: Rating Sealcoat Surfaces

There are many issues in regards to properly rating sealcoat over asphalt surfaces. Mr. McEntee noted there are several different types of sealcoat surfaces: sealcoat as surface treatment or original sealcoat roads. These roads should be rated differently, and we believe there were issues rating these roads last year. The business rules will be updated to include proper ratings of these surfaces.

Topic 3: Quality Assurance / Quality Control

Our main QA / QC process last year was to compare the PASER ratings collected during the Sufficiency ratings. We found that the Council's PASER ratings were in the low-90 percentile when compared to Sufficiency's PASER ratings. Sufficiency will not be collecting PASER data this year, so the Council has implemented a new procedure. The highest ranked rater will re-check 1000 miles of road across the state. For each county approximately 1 percent of the roads in the geographic area will be selected. These selections will be selected somewhat randomly.

Topic 4: Approval of Decision Rules

We will collect: surface type, PASER rating, and number of lanes. We will also attempt to add some measure of traffic volume and date and type of last improvement. These will most likely not be collected during the road survey, but could possibly be added afterwards. Additionally we will add more default rules if the surface type cannot be determined. The new version of framework (release in June) will need to be implemented into RoadSoft in June. We will try to prioritize counties to get the RoadSoft releases as soon as possible. We will be using version 5.7 of RoadSoft.

Approval of Decision Rules:

Vice Chair Wieczorek moved for the approval of the [Decision Rules](#). Mr. Hopper supported that motion, and the Decision Rules were unanimously approved.

Strategic Analysis Committee (reported by Mr. Warren):

Topic 1: Overview of Work Program

There were few changes; however, the Committee recommended the report for Council approval.

Topic 2: Overview of Annual Report

Mr. Warren stated that the Committee felt the Annual Report is top priority and suggested that it be approved by the Council.

Topic 3: Strategic Models

Mr. Lilly provided a handout stating which models are being used and by who around the state. Mr. Warren noted that this was very helpful in determining what models the Council would be interested in examining. Mr. Lilly also provided some examples of what other states are doing in regards to asset management. Mr. Warren suggested developing our list of inputs (e. g., investment information) that need to be part of the model. This will be something the Data Committee would need to assist with, because it will become part of what the Council requests agencies to report on.

Discussion and Approval of 2004-2006 Work Program

Mr. Lilly presented the draft [2004-2006 Work Program](#) for review and approval. Mr. Lilly noted that there are two parts to the Work Program. The first part, a 28 page, month-to-month chart that breaks down each one of the work items into specific tasks. The second portion is a detailed write-up of each task. Mr. Lilly noted that in some instances specific tasks have not been created. The Committee's will fill these in as we move through the schedule. Mr. Lilly feels confident that the Work Program is in line with the developments at the December workshop and thanked Mr. Warren for his help. Some of the items in the Work Program will be done "in house" while some will be contracted out. Mr. Lilly asked the Council if the time frame is feasible. Currently, the Work Program is from January 2004 through January 2006. Mr. Steudle asked if the Work Program is a rolling 2-year plan. The Council agreed, and stated that the next Work Program will include all of 2006. Mr. Steudle commented that the proposed Work Program dates could be adjusted because we have already completed 3 months of work (January, February, and March). Mr. Steudle suggested extending the Work Program to April 2006 so that it is actually a two-year work program. Mr. Warren moved for the approval of the Work Program with the amended dates. Vice Chair Wieczorek supported that motion, the January 2004- May 2006 Work Program was unanimously approved. Mr. Lilly noted that Work Program Status Reports will be given along with the Quarterly Reports.

Discussion and Approval of Annual Report

Mr. Lilly presented the 2003 Annual Report for discussion and approval.

The Council agreed that the report needs to have an executive summary. Mr. Lilly asked the Council to look at each page of the report and make any comments. After considerable discussion and the decision to include an executive summary, Mr. Kolessar moved for the approval of the 2003 Annual Report with the amended changes. Mr. Steudle supported that motion, the report was unanimously approved.

Report on Follow-Up Meetings

Mr. Lilly presented a 2-page report on the follow-up meetings. Chairman Palombo noted that this write-up was very informative and asked that it be made available on the website. Mr. Warren also suggested letting the participants of the follow-up meetings know that their comments will be made available on our website. He also suggested sending it out in an e-mail. By sending out the e-mail Mr. Warren felt it would be a good opportunity to mention that the training this year will be "new and improved" so attendance would be advised.

Discussion of Public Act 9 of 2004

Mr. Lilly briefed the Council that there has been a provision made by Public Act 9 that allows a city or village to transfer more than 25% of its annual major street funding for the local street system if they have adopted and are following an asset management process. The city or village must adopt a resolution and submit a copy to the Department. Mr. Lilly noted he wanted to put this on today's agenda, because the

Council is charged by July to come up with statement on what an asset management process is and what tools are available for use. Mr. Lilly asked the Council to direct him to work with MML representatives to come up with this statement and send the word out to the cities and villages. Vice Chair Wieczorek moved for the approval of working with MML, Mr. Kolessar supported. The Council unanimously approved this motion.

Update on NHI Course

The course will be held on Thursday, 15th at the Secondary Center. The course has 29 people signed up. Everyone from the Council is signed up, however, a few people may not be able to make it. Vice Chair Wieczorek moved for the approval to allocate \$10,000 for this course. Mr. Hopper supported that motion, and it was unanimously approved. Mr. Lilly also noted that we will have additional room for anyone who would still like to attend.

Miscellaneous Announcements

Mr. Lilly noted that he and Mr. Tansil will be meeting with ACEC to show them what the Council has been doing and answer any questions they may have.

Public Comment

Mr. Phil Grimaldi of East Central Planning Region commented that the Council has been very supportive in getting the process running.

Adjournment

The meeting was adjourned at 3:55pm.

Commission Advisor